

SUBJECT: INFORMING THE ASSEMBLY OF MANAGERS SIGNATURE ON AND SUBMITTAL OF THE ANNUAL EMERGENCY MANAGEMENT PERFORMANCE GRANT APPLICATION.

AGENDA OF: September 5, 2023

ASSEMBLY ACTION: Presented to the Assembly 09/05/23 - BJH

AGENDA ACTION REQUESTED: For information only.

Route To	Signatures
Originator	<div>8 / 2 4 / 2 0 2 3</div> <div>X A n g e l i n a B l a n c h a r d</div> <div>S i g n e d b y : A n g e l i n a B l a n c h a r d</div>
Department Director	<div>8 / 2 4 / 2 0 2 3</div> <div>X C h e y e n n e H e i n d e l</div> <div>S i g n e d b y : C h e y e n n e H e i n d e l</div>
Finance Director	<div>8 / 2 4 / 2 0 2 3</div> <div>X C h e y e n n e H e i n d e l</div> <div>S i g n e d b y : C h e y e n n e H e i n d e l</div>
Borough Attorney	<div>8 / 2 5 / 2 0 2 3</div> <div>X N i c h o l a s S p i r o p o u l o s</div> <div>S i g n e d b y : N i c h o l a s S p i r o p o u l o s</div>
Borough Manager	<div>8 / 2 5 / 2 0 2 3</div> <div>X M i c h a e l B r o w n</div> <div>S i g n e d b y : M i c h a e l B r o w n</div>
Borough Clerk	<div>8 / 2 5 / 2 0 2 3</div> <div>X L o n n i e M c K e c h n i e</div> <div>S i g n e d b y : L o n n i e M c K e c h n i e</div>

ATTACHMENT (S) : Emergency Management Performance Grant Application (7 pp)

SUMMARY STATEMENT: The Department of Emergency Services annually prepares and submits an application for the emergency management performance grant. This grant request of \$274,105.31 in funding will support staff that are budgeted each year in the operating budget. The grant will then cover up to 50% of the salaries for those employees when they are performing related activities. Activities include compressive emergency management programming,

planning and outreach related to emergency management, preparedness, planning, response and recovery.

Additional legislation to accept and appropriate the funding will be sent forward once the grant is received.

Alaska Division of Homeland Security and Emergency Management

Federal Fiscal Year 2023 Emergency Management Performance Grant (EMPG) Application

Application Deadline 11:59 p.m., Tuesday, August 15, 2023
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Please contact mva.grants@alaska.gov or call the Grants Section at 907-428-7000/1-800-478-2337 if you have any questions regarding this application.

Jurisdiction:	Matanuska-Susitna Borough		
EMPG Status	<input checked="" type="checkbox"/> Current EMPG Program participant	Total Amount Requested	\$ 274,105.31
	<input type="checkbox"/> New EMPG Program applicant		

1. Briefly explain why these funds are needed to support the emergency manager or coordinator position.
By funding these positions, it allows for scarce funds to be distributed to other sections of the department and allows funds to be used to effectively mitigate, plan, respond and recover from future emergency events in and outside the Borough. The Borough population continues to grow and is currently at an all-time high; increasing the demand for local emergency management activities at the same time funding for those services are being cut back. The Borough continues to be very fiscally conservative and fund very few new positions across the spectrum of departments (including Emergency Services). This funding allows for full time commitment of part-time staff positions to augment the work plans developed in this area.
2. Complete the Funded Staff Worksheet and the Program-Funded Staff Budget attached to application.
3. Briefly describe the method used to code or track funded staff time spent on emergency management activities charged to the grant and used to meet local match requirement.
Employees are responsible for tracking how their time is allocated. Non-Exempt employees submit timesheets identifying projects. Exempt employees also submit a timesheet. All employee wages are tracked by payroll personnel in a spreadsheet designating sources of funding for specific activities. Funding resources for matching funds are identified by the finance department through a distinct account code.
4. Complete the EMPG Annual Work Plan and attach to application.
5. Complete the EMPG Annual Spend Plan and attach to application.
6. Complete Signatory Form and attach to application.

Jurisdiction EMPG Point of Contact

Name: Casey Cook

Telephone Number: 907-861-8004

Address: 1800 E. Parks Hwy Wasilla, AK 99654

Fax Number:

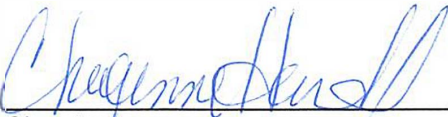
Email Address: Casey.Cook@matsugov.us

Authorization to Submit Application:

By signature below the undersigned acknowledge they have been duly authorized by the jurisdiction to submit this application and will comply with the assurances, agreements, and special conditions set forth upon receipt of grant award.

Jurisdiction Financial Officer:

Printed Name: Cheyenne Heindel


Signature

Jurisdiction Signatory Official:

Printed Name: Michael Brown


Signature

Project Applications may be submitted electronically (in PDF format with complete signatures), or by mail, or fax, to:

Division of Homeland Security and Emergency Management

Attn: Homeland Security Grants Administrator

PO Box 5750

JBER, Alaska 99505-5750

Email: mva.grants@alaska.gov

Fax: (907) 428-7009 / Phone: (907) 428-7000 or 1-800-478-2337

Applications are due no later than 11:59 p.m., Tuesday, August 15, 2023

Federal Fiscal Year 2023
Emergency Management Program Funded Staff Worksheet

Local EMPG Program Funded Staff			Indicate whether Full-time or Part-time in Emergency Management Duties		If Part-time, indicate number of hours worked per week on Emergency Management Duties
Name: Casey Cook			Full-Time		
Position: Emergency Manager					
Required Training	<input type="checkbox"/> IS 100.b	<input type="checkbox"/> IS 200.b	<input type="checkbox"/> IS 700.a	<input type="checkbox"/> IS 800.b	<input type="checkbox"/> IS 120.a
<input type="checkbox"/> IS 230.d	<input type="checkbox"/> IS 235.b	<input type="checkbox"/> IS 240.b	<input type="checkbox"/> IS 241.b	<input type="checkbox"/> IS 242.b	<input type="checkbox"/> IS 244.b
Name: Eric Mohrmann			Part-Time		29.9
Position: EM Specialist					
Required Training	<input type="checkbox"/> IS 100.b	<input type="checkbox"/> IS 200.b	<input type="checkbox"/> IS 700.a	<input type="checkbox"/> IS 800.b	<input type="checkbox"/> IS 120.a
<input type="checkbox"/> IS 230.d	<input type="checkbox"/> IS 235.b	<input type="checkbox"/> IS 240.b	<input type="checkbox"/> IS 241.b	<input type="checkbox"/> IS 242.b	<input type="checkbox"/> IS 244.b
Name: Talon Boeve			Part-Time		29.9
Position: EOC Specialist					
Required Training	<input type="checkbox"/> IS 100.b	<input type="checkbox"/> IS 200.b	<input type="checkbox"/> IS 700.a	<input type="checkbox"/> IS 800.b	<input type="checkbox"/> IS 120.a
<input type="checkbox"/> IS 230.d	<input type="checkbox"/> IS 235.b	<input type="checkbox"/> IS 240.b	<input type="checkbox"/> IS 241.b	<input type="checkbox"/> IS 242.b	<input type="checkbox"/> IS 244.b
Name: Tracy Woelfel			Part-Time		29.9
Position: EOC Specialist					
Required Training	<input type="checkbox"/> IS 100.b	<input type="checkbox"/> IS 200.b	<input type="checkbox"/> IS 700.a	<input type="checkbox"/> IS 800.b	<input type="checkbox"/> IS 120.a
<input type="checkbox"/> IS 230.d	<input type="checkbox"/> IS 235.b	<input type="checkbox"/> IS 240.b	<input type="checkbox"/> IS 241.b	<input type="checkbox"/> IS 242.b	<input type="checkbox"/> IS 244.b
Name: Jason Bauer			Part-Time		29.9
Position: EOC Specialist					
Required Training	<input type="checkbox"/> IS 100.b	<input type="checkbox"/> IS 200.b	<input type="checkbox"/> IS 700.a	<input type="checkbox"/> IS 800.b	<input type="checkbox"/> IS 120.a
<input type="checkbox"/> IS 230.d	<input type="checkbox"/> IS 235.b	<input type="checkbox"/> IS 240.b	<input type="checkbox"/> IS 241.b	<input type="checkbox"/> IS 242.b	<input type="checkbox"/> IS 244.b
Name: David Phillips			Part-Time		29.9
Position: EOC Specialist					
Required Training	<input type="checkbox"/> IS 100.b	<input type="checkbox"/> IS 200.b	<input type="checkbox"/> IS 700.a	<input type="checkbox"/> IS 800.b	<input type="checkbox"/> IS 120.a
<input type="checkbox"/> IS 230.d	<input type="checkbox"/> IS 235.b	<input type="checkbox"/> IS 240.b	<input type="checkbox"/> IS 241.b	<input type="checkbox"/> IS 242.b	<input type="checkbox"/> IS 244.b
Name: Breanna Love			Part-Time		29.9
Position: EOC Specialist					
Required Training	<input type="checkbox"/> IS 100.b	<input type="checkbox"/> IS 200.b	<input type="checkbox"/> IS 700.a	<input type="checkbox"/> IS 800.b	<input type="checkbox"/> IS 120.a
<input type="checkbox"/> IS 230.d	<input type="checkbox"/> IS 235.b	<input type="checkbox"/> IS 240.b	<input type="checkbox"/> IS 241.b	<input type="checkbox"/> IS 242.b	<input type="checkbox"/> IS 244.b
Name: Kiela Cott			Part-Time		29.9
Position: EOC Specialist					
Required Training	<input type="checkbox"/> IS 100.b	<input type="checkbox"/> IS 200.b	<input type="checkbox"/> IS 700.a	<input type="checkbox"/> IS 800.b	<input type="checkbox"/> IS 120.a
<input type="checkbox"/> IS 230.d	<input type="checkbox"/> IS 235.b	<input type="checkbox"/> IS 240.b	<input type="checkbox"/> IS 241.b	<input type="checkbox"/> IS 242.b	<input type="checkbox"/> IS 244.b
Name:			Full-Time		
Position:					
Required Training	<input type="checkbox"/> IS 100.b	<input type="checkbox"/> IS 200.b	<input type="checkbox"/> IS 700.a	<input type="checkbox"/> IS 800.b	<input type="checkbox"/> IS 120.a
<input type="checkbox"/> IS 230.d	<input type="checkbox"/> IS 235.b	<input type="checkbox"/> IS 240.b	<input type="checkbox"/> IS 241.b	<input type="checkbox"/> IS 242.b	<input type="checkbox"/> IS 244.b
Name:			Select Item		
Position:					
Required Training	<input type="checkbox"/> IS 100.b	<input type="checkbox"/> IS 200.b	<input type="checkbox"/> IS 700.a	<input type="checkbox"/> IS 800.b	<input type="checkbox"/> IS 120.a
<input type="checkbox"/> IS 230.d	<input type="checkbox"/> IS 235.b	<input type="checkbox"/> IS 240.b	<input type="checkbox"/> IS 241.b	<input type="checkbox"/> IS 242.b	<input type="checkbox"/> IS 244.b
Name:			Select Item		
Position:					
Required Training	<input type="checkbox"/> IS 100.b	<input type="checkbox"/> IS 200.b	<input type="checkbox"/> IS 700.a	<input type="checkbox"/> IS 800.b	<input type="checkbox"/> IS 120.a

<input type="checkbox"/> IS 230.d	<input type="checkbox"/> IS 235.b	<input type="checkbox"/> IS 240.b	<input type="checkbox"/> IS 241.b	<input type="checkbox"/> IS 242.b	<input type="checkbox"/> IS 244.b
Name:			Select Item		
Position:					
Required Training	<input type="checkbox"/> IS 100.b	<input type="checkbox"/> IS 200.b	<input type="checkbox"/> IS 700.a	<input type="checkbox"/> IS 800.b	<input type="checkbox"/> IS 120.a
<input type="checkbox"/> IS 230.d	<input type="checkbox"/> IS 235.b	<input type="checkbox"/> IS 240.b	<input type="checkbox"/> IS 241.b	<input type="checkbox"/> IS 242.b	<input type="checkbox"/> IS 244.b

**Federal Fiscal Year 2023
Program-Funded Staff Budget**

Name/Position Title	Salary and Benefits	Percentage of Position Time Spent on Eligible EMPG Activity	Amount Paid by Local Jurisdiction	EMPG Amount Requested
Breanne Love	52,863.20	100	26,431.60	26,431.60
David Phillips	52,863.20	100	26,431.60	26,431.60
Eric Mohrmann	52,863.20	100	26,431.60	26,431.60
Jason Bauer	52,863.20	100	26,431.60	26,431.60
Kiela Cott	52,863.20	100	26,431.60	26,431.60
Talon Boeve	52,863.20	100	26,431.60	26,431.60
Casey Cook	125,305.02	100	62,652.51	62,652.51
Diane Rush	52,863.20	50	13,215.80	13,215.80
Tracy Woelfel	52,863.20	100	26,431.60	26,431.60
TOTAL	\$548,210.62		\$274,105.31	274,105.31

Federal Fiscal Year 2023
Emergency Management Program Grant Work Plan

Jurisdiction:	Matanuska-Susitna Borough
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Reminder: The Alaska Division of Homeland Security and Emergency Management directs the local jurisdiction pass through EMPG funding can only be used for salary and benefits of the EM program individual(s) identified on the attached application. Only salary and benefits associated with the EM staff time used to achieve the emergency management goal can be reimbursed or used as local match through EMPG.

A. 2023 EMPG State of Alaska Requirements:

- Emergency Management Performance Grant mid-year grant review (review by DHS&EM staff following second quarterly report). Jurisdictions may be required to provide a spending plan to DHS&EM if at least 45% of awarded funds are not expended.
- Complete THIRA/SPR/NIMS compliance surveys each quarter.
- Develop a local jurisdiction multi-year Integrated Preparedness Plan (IPP) to be submitted to DHS&EM by March 1, 2024.
- Participate in the state multi-year Integrated Preparedness Planning Workshop (IPPW) to be held in conjunction with DHS&EM's spring Bi-Annual Preparedness Conference.
- EMPG personnel (funded and documented for match requirement) must complete IS 100, IS 200, IS 700, IS 800, and the FEMA Independent Study Program (ISP) Professional Development Series (PDS) by September 30, 2024.
- Signatory Authority Form

B. 2023 EMPG Grant Assurances

- Must ensure federally funded preparedness assistance programs reflect and support National Incident Management System (NIMS) implementation, and must be in full NIMS compliance by having adopted the required compliance.

C. 2023 EMPG Grant Activities

Check the boxes of the emergency management (EM) goals your jurisdiction's emergency management program plans to accomplish this grant performance period. Your jurisdiction will be required to report quarterly on your progress for each identified activity.

Mitigation Plans

- ☐ Conduct a hazard analysis and risk assessment prior to mitigation plan development
- ☒ Develop or enhance all-hazards mitigation plans

Emergency Management and Operation Plans

- ☒ Modify existing incident management and emergency operations plans aligning them with the guidelines of Comprehensive Preparedness Guide 101 Version 3 (CPG 101 V3)
- ☒ Modify existing incident management and emergency operations plans
- ☒ Develop or enhance comprehensive emergency management plans
- ☒ Develop or enhance large-scale and catastrophic event incident plans

Continuity and Administrative Plans

- ☒ Develop or enhance Continuity of Operation (COOP) and Continuity of Government (COG) plans
- ☒ Develop or enhance financial and administrative procedures for use before, during, and after disaster events in support of a comprehensive emergency management program

Whole Community Engagement and Planning

- ☒ Develop or enhance emergency management and operations plans to integrate citizen, volunteer, and other non-governmental organization resources and participation
- ☒ Provide training and other support as necessary to assist local jurisdictions to further develop preparedness through community, school, private sector, and business outreach
- ☒ Build new partnerships to expand planning and citizen capabilities
- ☒ Community-based plans to advance "whole community" security and emergency management
- ☒ Public education and awareness on emergency management and preparedness
- ☒ Plans to foster public-private sector partnerships
- ☒ Brief civic groups and senior citizens on local hazards and family preparedness plans
- ☐ Conduct awareness, individual response training, and evacuation drills in schools

**Federal Fiscal Year 2023
EMPG Work Plan (continued)**

Jurisdiction:	Matanuska-Susitna Borough
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- ☒ Conduct workshops on the local Emergency Operations Plan (EOP) or Emergency Response Plan (ERP)
- ☐ Arrange for disaster preparedness and response information to be included in utility bills, or as inserts in the local newspaper
- ☐ Publish emergency preparedness information in the local telephone directory
- ☒ Prepare an emergency preparedness calendar for distribution throughout the community
- ☒ Work with and provide training opportunities to Local Emergency Planning Committee (LEPC) (where LEPC exists)
- ☐ Public education and awareness
- ☒ Develop or formalize agreements through letters or memorandums of understanding (MOU) to clarify mutual expectations, if existing, with local agencies or private organizations that can assist with emergency planning preparation, response, or recovery
- ☒ Develop intra-state mutual aid agreements that encourage building partnerships across all levels of government, tribal organizations, non-governmental organizations, and private entities in neighboring jurisdictions
- ☒ Program evaluations

Resource Management Planning

- ☒ Develop or enhance logistics and resource management plans
- ☒ Develop or enhance volunteer and donations management plans

Evacuation Planning

- ☒ Develop or enhance evacuation plans, including plans for: alerts and warning, crisis communications, pre-positioning of equipment for areas potentially impacted by mass evacuations sheltering, and re-entry
- ☒ Identify planning gaps and capability shortfalls
- ☒ Identify access and functional needs considerations
- ☒ Identify animal evacuation considerations
- ☒ Identify embarkation/debarkation sites
- ☒ Development of phased-zone evacuation approach

Pre-Disaster Recovery Planning

- ☒ Disaster housing plans; such as create or support a local disaster housing task force and develop or enhance local disaster housing plans
- ☒ Pre-event response, recovery, and mitigation plans in coordination with State, local, and tribal governments
- ☒ Develop and enhance other response and recovery plans

Recovery Planning

- ☒ Develop or enhance long-term recovery plans

Training and Exercise

- ☒ Develop, update, enhance, or conduct exercise activities
- ☒ Develop, update, enhance, or conduct training activities

Implementation of Community Lifelines Concepts

- ☒ Update emergency operations plans to address community lifelines
- ☒ Training of emergency managers on community lifelines concept and use
- ☒ Exercises to measure effectiveness of community lifelines implementation

Additional EMPG Program Related Activity

☐ Additional EMPG program eligible activity described within the 2023 EMPG work plan